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NFPA News



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NOTICE:
Mailing address for
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NFPA
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NFPA Joint Conference

April 19-21, 2013



The Joint Conference is just around the corner! Hopefully you have made plans to “Jazz Up the Rhythms of Leadership & Learning” with NFPA in New Orleans, and will be joining us for either Regulation, Leadership, Certification Ambassador, or a combination of the three. All three conferences are currently free to members of NFPA with the exception of lunches, and the Regulation Conference is open to non-members for a \$75.00 fee (not including lunch.)

The Regulation Conference takes place on Friday, April 19, 2013. It deals with many different topics related to paralegal regulation. We plan to begin with a review of the latest updates in paralegal regulation across the U.S. and Internationally, and will provide the basics of different types of regulation in various handouts. The general overview is followed by a review of legislative topics generally, and how they relate to regulation. This year we will incorporate an ethics topic from NFPA's Ethics and Professional Responsibility Coordinator, Lynn-Marie Reveliotis. Local leader from the New Orleans Paralegal Association, Becky Rolland, will provide some insight into their efforts to build a paralegal section in the Louisiana State Bar Association. We will end up the day with the ever-popular Roundtable panel discussion, pulling everyone into the discussion with regulation veterans in attendance. Friday evening we coordinate a dinner location where locals and attendees from all of the Conferences are welcome to attend and network.

NFPA has room blocks at two hotels (when you call, let them know you are with NFPA)

New Orleans Downtown Marriott @ Convention Center

859 Convention Center Blvd, New Orleans, LA 70130

504.613.2888

\$269 plus taxes per night

Reservations must be made by March 28, 2013

Embassy Suites New Orleans Convention Center

315 Julia Street, New Orleans, LA 70130

504.525.1993

\$209 plus taxes per night (Breakfast is included and it's just a short walk to the Convention Center)

Reservations must be made by March 19, 2013

Please Visit NFPA's

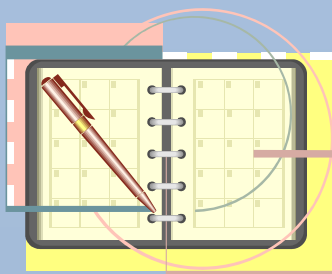
2013 Corporate

Partner's Website:



Thanks to Center for Advanced Legal Studies for their continued support of NFPA!

CALENDAR



MARCH 8-9, 2013

NFPA Region III Meeting
Miami, FL

APRIL 19-21, 2012

NFPA Joint Conference
New Orleans, LA

APRIL 27-28, 2013

NFPA Region V Meeting
Clifton Park, NY

MAY 3-4, 2013

New York State Education &
Leadership Conference & 25th
Year Anniversary Celebration
Saratoga Springs, NY
*Presented by The Empire State
Alliance of Paralegal Associations*

MAY 4, 2013

NFPA Region IV Meeting
Harrisburg, PA

MAY 4-5, 2013

NFPA Region I Meeting
Seattle, WA

MAY 8-11, 2013

2013 Equal Justice Conference
St. Louis, MO
*Presented by the ABA Standing
Committee on Pro Bono and Public
Service & The National Legal Aid &
Defender Association*

Discovery Services

Forensics

From collections to data imaging, security assessments and beyond, our forensic experts apply an investigative process to extract evidence that will stand up in court—so you don't have to.

Electronic Discovery

Electronic Discovery is the means to find, process, review, manage, and convert information into relevant knowledge.

Data Hosting & Review

As Electronic Discovery projects grow, so does the amount of data that needs a place to live. For short term access or long term archiving, you can expand your accessibility online from multiple locations.

XDD Contract Attorney Review

We have litigation specialists ready to review documents in line with our clients' objectives and their need for quality and cost-efficiency. Our specialists have the ability to compile responsive documents, create document summaries and logs, perform first- and second-level reviews, and conduct reviews for relevance, privilege and confidentiality, redaction and substantive analysis.

Data & Project Management

It's not just the data you discover, it's what you learn from it that matters. Data is just data—but knowledge is power.

Imaging/Coding

We produce accurate, timely and useful information that works in harmony with electronically discovered data. Our coding process provides accurate results from standard bibliographic services to the most complex, customized fields. XDD can process your original discovery materials into an electronic or paper deliverable, in the format of your choosing.

Paper Discovery

At XDD, discovery services come in two forms – paper and electronic. Since our inception in 1994, XDD has provided law firms, corporations and government agencies with paper discovery services.

Xact Data Discovery (XDD)

Paper discovery is an integral part of the entire data discovery process. From copies, to blowbacks, to trial exhibit boards, XDD's paper discovery services encompass the same core principles that drive our company's success – communication, flexibility and quality.

Discovery Tools

XEDD (Xact Electronic Data Discovery)

Proprietary Processing Engine. The nucleus for technology and communication, XEDD [pronounced "ZED"] is engineered to maximize data processing—while minimizing the process itself.

Why Xact Data Discovery?

Communication

Communication is an art. Technology is a science. Our people bridge the gap between disciplines to make projects happen.

People

Nothing happens until someone communicates. Our team understands that we are an extension of your team rather than just a voice on the other end of a phone. Successful projects demand exceptional communication, and so do we.

Technology

Robust, scalable and state-of-the-art—all of them are technology clichés. It's the people behind our advanced technologies that make it all work.

Flexibility

Square pegs don't fit into round holes. Our people, services and technologies are built to flex as your needs evolve.

Relationships

We take business partnerships seriously—built for the long term, based upon a foundation of honesty and trust from day one.

Visit our website at www.xactdatadiscovery.com



CALENDAR (CONTINUED)

MAY 17-18, 2013

NFPA Region II Meeting
Minneapolis, MN

**** SAVE THE DATE ****

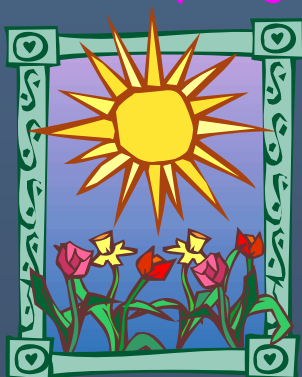
OCTOBER 3-6, 2013

2013 NFPA Convention
Hartford, CT



FOR MORE CALENDAR
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Think Spring!



Time Saving Techniques – Why Reinvent the Wheel?

By: Denise Sabuda Murphy, Goldberg Segalla LLP
NFPA Editorial Coordinator



Time management is essential to our job. In one way, shape, or form we have all been exposed to ways we can manage our time more efficiently, be more productive and bill more hours.

But what about taking a different approach – time saving techniques? We have at our disposal a myriad of references and information. Instead of re-inventing the wheel, create “shortcuts” if you will. Streamline your daily procedures.

For instance, in coordinating commercial eviction matters, I created a spreadsheet of each town or city in which a proceeding was filed, including court contact information, dates of hearings, filing costs and website. It is color-coded by county. When another matter comes up in that same jurisdiction, the work needed to contact the court for their procedures is eliminated. The same goes for service of warrants. Once a particular sheriff’s office is contacted to determine service requirements, that information gets added to the spreadsheet, again color-coded by county (I’m a visual person at heart).

Another example is the checklist I created for real estate closings. It lists items normally required during a closing from start to finish. In the event a new or unusual issue comes up, it gets added to the checklist. In addition, having a spreadsheet of area county clerks containing contact information and filing fees is very handy. No need to make unnecessary or repetitive work.

Internet favorites are also very helpful. Once I had to look up tax information for a parcel of property. I saved the site in my favorites, so I never have to Google it again. And boy do I use it a lot! My favorites are also very organized. I created folders for courts (federal, state and local), county clerks, real estate forms, process servers – all things that I use on a regular basis. Eliminating repetitive tasks from time to time frees you up to complete other timely tasks that may need your attention.

I created a step-by-step user “cheat sheet” for a document management program on which I have trained many co-workers, including attorneys. Having it written down provides easy access, saves me from having to remember everything, and also saves me time from always having to look information up in the event questions are asked of me.

Use a binder or Outlook contacts to create and maintain up-to-date checklist for common tasks or new tasks that you learn – so you can recall the necessary steps when called on to perform the task again.

Do you do electronic filings in various courts? Keep a list of your attorney’s log-in information for each court. Or better yet, add each to your contacts. That way the information is just a click away.

Always having a notepad handy is very helpful. Being able to write assignments down or notes from a telephone call is a great way of having a written reference book. You also never know when an attorney will start spouting instructions at you. Having things in writing saves you from having to remember and prioritize.

Create organizational tools that best suit you. Spreadsheets and checklists can be your best friends. Remember, saving a moment here and there can really add up and increase your daily productivity.

Questions? Comments? Suggestions for Articles?

Please contact NFPA Editorial Coordinator Denise Sabuda Murphy at editorial@paralegals.org.